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Wyoming Department of Health  
Aging Division

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# Policy Information Notice

**DATE:** April 23, 2009 **PIN #: HOME-2009-01**

**SUBJECT:** **Medication Set-Ups**

**TO:** Community Based In-Home Services Contracted Providers  
National Family Caregiver Support Program Contracted Providers

**EFFECTIVE DATE:** July 1, 2009

This Policy Information Notice (PIN) provides guidance relating to Medication Setups performed in relation to services provided to clients under the Community Based In-Home Services Program and the National Family Caregiver Support Program. Providers are **NOT REQUIRED** to perform this function. This PIN grants the authority to do so if elected by the provider.

**Definitions:**

**Medication Setup** - Medication setup means the placing of medications into another container - like a medication planner - for easier administering at a later time, e.g. service of oral medication and/or insulin setup. Medication setup does not include the preparing and immediate administering of the medication by the person who prepared it. As dictated by Wyoming Statute, only a Wyoming licensed skilled nurse, working under the direct supervision of a physician, may give injections or administer medications.

**Policy:**

This Policy Information Notice (PIN) provides guidance regarding medication setups as part of the Community Based In-Home Services program (CBIHS) and the National Family Caregiver Support Program (NFCGSP) as funded through the Aging Division.

Medication setups may be provided by the contracted provider of the CBIHS and NFCGSP programs, in order to preserve a safe and healthy living environment and to prevent premature institutionalization.

Any contracted provider who wishes to provide this additional service of medication setup shall adhere to the rules and regulations governing the grant, and this service and shall meet the minimum requirements, as stated below:

- A) The **client** served shall meet the eligibility for the CBIHS and/or the NFCGSP program;
- B) The contracted provider shall have written policies, safeguards, and a cost capitation for this service;
- C) Only a Wyoming licensed nurse (RN/LPN), nurse practitioner, pharmacist, physician assistants (PA), or a physician are permitted to fill medication boxes or prefilled syringes for insulin, if allowed by the manufacturer:
  - 1.) Giving the client their medications or injection is **strictly prohibited under the CBIHS and NFCGSP programs.**
- D) The contracted provider shall have a nursing assessment of the client completed prior to the commencement of this service;
- E) A licensed nurse shall meet with the client at least monthly or earlier, if notified of any changes;
- F) Any and all services shall be documented appropriately in the client's chart;
- G) If the medication setup service is sub-contracted, the contracted provider shall have on file documentation showing that the sub-contracted provider who is providing the service is covered by liability and bonding insurance.

Contracted providers that do not adhere to the minimum standards set forth in this PIN shall lose the right to provide the "medication setup" services under these programs for the duration of the contract.

Contracted providers are required to determine any other needed licensure, training, or authority needed to perform these functions and shall adhere to all required rules, regulations or guidelines.